***Manchester Community College***

**General Education Proposal Form**

**New or Revised**

**Course:**

**Submitted By:**  **Submission Date:**

**Department: Division:**

**Revision Type:**

 **Course Changes: General Education Changes:**

**[ ]  Course Revision** **[ ]  Designated Competency Substitution**

**[ ]  Course Title Change** **[ ]  Designated Competency Removal**

**[ ]  Course Description Change [ ]  2nd Designated Competency Removal\***

**[ ]  Course Prerequisite Change [ ]  Embedded Competency Substitution**

 **[ ]  Special Topics Course [ ]  Embedded Competency Removal\***

**\*Note: Removal of a second Designated Competency or removal of an Embedded Competency is voted on in Department and Division but is an Item of Notification for Curriculum Committee and Academic Senate. Any other change to a General Education course must be voted on at each stage in the process.**

**Attachment: (both are required)**

 **[ ]  Revised course proposal (required for any course change)**

 **[ ]  General Education Course Certification Application**

**Description of Change:**

* Describe the specific change. Please be explicit and fully describe any and all changes. For course changes, please provide language before and after change.

**Justification for Change:**

* Specifically describe the reason(s) for the change.

**Department/Division affected by change:**

**[ ]  Liberal and Creative Arts** **[ ]  Science, Technology, Engineering & Math**

**[ ]  Social Science, Business & Professional Careers**

**Approvals:**

**Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**

**Division \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**

**Curriculum \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**

**Academic Senate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**

**Academic Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_**

MANCHESTER COMMUNITY COLLEGE

COURSE PROPOSAL

[*Double click the boxes to check your selections*]

[ ]  New Course [ ]  Course Revision (must be accompanied by a Revision Proposal cover page)

1. COURSE NUMBER/TITLE:

2. MEETS COMMON COURSE NUMBERING CRITERIA

 [ ]  System database has been checked and appropriate colleges contacted.

 (<http://www.commnet.edu/academics/ccn>)

 [ ]  Using an existing course number and title in the system

 [ ]  Assigning a new number and title

3. COURSE DESCRIPTION *(This description will appear in the catalog)*:

 3A. CREDIT HOURS: [ ]  0 [ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ]  Other\_\_\_\_

 (numerical value used in determination of student status)

 3B. BILLING HOURS: [ ]  0 [ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ]  Other\_\_\_\_

 (number of hours used to calculate tuition)

 3C. LECTURE HOURS: [ ]  0 [ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ]  Other\_\_\_\_ (number of lecture hours)

 3D. LAB HOURS: [ ]  0 [ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ]  Other\_\_\_\_ (number of lab hours)

 3E. OTHER HOURS: [ ]  0 [ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ]  Other\_\_\_\_ (e.g., studio hours)

 3F. WORKLOAD UNITS: [ ]  0 [ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ]  Other\_\_\_\_

 (number of hours used to calculate instructor contract)

4. DESIGNATION: (a) [ ]  Required Program(s):

 (b) [ ]  Optional Program(s):

 (c) Fulfills General Education Requirement\* [ ] Yes [ ] No

 If yes, indicate knowledge area:

 [ ]  English [ ]  Math [ ]  Physical/Natural Sciences

 [ ]  Humanities [ ]  Art [ ]  Social Sciences [ ]  Interdisciplinary Studies

\*General Education courses must be accompanied by the General Education Certification proposal form

5. FACILITIES AND OTHER RESOURCES REQUIRED FOR THIS COURSE

 (a) Classroom Requirements: [ ]  Standard Classroom

 [ ]  Science Lab

 [ ]  Computer Lab

 [ ]  Dedicated Math Lab

 [ ]  Language Lab

 [ ]  Other (please specify):

 (b) Software Required (please specify):

 (c) Other Resources (please specify):

6. PREREQUISITES:

7. TEXT RECOMMENDATIONS:

8. COURSE OBJECTIVES

 Upon successful completion of this course, the student should be able to:

9.INSTRUCTIONAL UNITS:

10. RECOMENDED ENROLLMENT:

 Rationale for recommended enrollment (please specify):

11. The following **other** Divisions/Departments/Faculty have been notified of this proposal/revision:

 Notification confirmed by: Dept/Division:

 Notification confirmed by: Dept/Division:

 Notification confirmed by: Dept/Division:

12. PROPOSAL DEVELOPED BY:

13. PROPOSAL SUBMITTED BY: [ ]  Liberal and Creative Arts Division

 [ ]  Science, Technology, Engineering & Math Division

 [ ]  Social Science, Business & Professional Careers Division

14. APPROVAL DATES SIGNATURES

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty/Staff

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Curriculum Committee

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Senate

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Dean

15. EFFECTIVE DATE (This is the date that the new course or proposed changes will take effect. Note that catalog changes for any given academic year must be approved by Academic Senate by March of the preceding year.)

16. REVISION DATE (The date of this revision proposal(s); use for course revisions only):

|  |
| --- |
| **MCC General Education Core - Course Certification Application** |
| Course Number and Name: |
| Course Description (as it will appear in the catalog): |
| Course Objectives (as they will appear in the standard course outline): |
| How does this course meet MCC’s definition of a General Education course (a broad and foundational course in a knowledge area): |
| **Knowledge Area** (select one, optional but encouraged, or the course may only be used in the free 7th Gen-Ed course slot): | **Description of Artifact(s) to be Collected:** (Please specify outcomes related to knowledge area, and artifacts for assessment) |
| [ ]  The Arts [ ]  English (101)[ ]  Humanities[ ]  Mathematics[ ]  Social Science[ ]  Physical or Natural Science[ ]  Interdisciplinary Studies |  |
| **Designated Competency:** (all TAP outcomes must be met, competency must be of focal concern to course.) | **Description of Artifact(s) to be Collected**(Please include TAP Outcomes and artifacts for assessment) |
| Group 1 (Required, choose only one) |  |
| [ ]  Written Communication[ ]  Quantitative Reasoning[ ]  Historical Knowledge[ ]  Scientific Reasoning[ ]  Social Phenomena [ ]  Aesthetic Dimensions[ ]  Oral Communication[ ]  Scientific Knowledge[ ]  Information Literacy |
| Group 2 (Optional 2nd Designated Competency) |
| [ ]  Information Literacy[ ]  Scientific Knowledge[ ]  Written Communication |
| **Embedded Competency:** (Optional but encouraged to satisfy TAP compliance. Select one or more competencies.) |
| [ ]  Written Communication[ ]  Critical Analysis[ ]  Information Literacy[ ]  Ethical Dimensions | **Description of Artifact(s) to be Collected** |
|  |
| **Submission Tracking** |
| **Submitted By:** |
| **Dept.** | **Date** | **Signature** |  | **Date** | **Signature** |
| **Div.** |  |  | **Curric.** |  |  |
|  |  |  |  |  |  |